

# Good Old Summer Fun

## Annual employee picnic, South Steps Fridays bring excitement, smiles to Kansas Statehouse

**T**he South Steps of the statehouse were filled with good music, good food and good company several times this past month as June started off this summer season with a fun-filled series of events.

The fun began at our first South Steps Fridays event, June 12. Employees from across the Capitol Complex spent their lunch listening to the sounds of the KU Jazz Combo I and browsing the information provided by the State Library of Kansas, Visit Topeka, Audio Reader, K-TAG and the Lecompton Historical Society. Three members of the historical society also were dressed in period clothing to tell the story of early Kansas history.

For the second South Steps Friday, we welcomed Friends of the Kaw, Department of Wildlife, Parks and Tourism, Heroes on the Water, Kansas Wildscape Foundation and a few others. Music was provided by a String Trio from the University of Kansas, which was sponsored by Reach Out Kansas, Inc. The event wrapped up with quite a surprise when the trio performed the state song, "Home on the Range," accompanied by the visiting Kansas State University Choir!

"Everything about the South Steps Concert was great – even the surprises. The Concert setting on the Capitol



### South Steps Fridays Summer 2015

Grab your lunch, kick back and start your weekend right as you enjoy live music and learn more about area attractions and activities on Fridays, 11am-1pm at the South Steps of the Kansas Statehouse!

Upcoming Dates:  
June 12 and 26 — July 10, 17 and 24 — Aug. 7



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# Agency completes busy FY 2015

There's no popping of champagne corks, no dropping a crystal ball from the top of the Statehouse dome, but it's time to turn the page on another fiscal year and look forward to 2016.

A lot has been accomplished in the past 12 months in the Department of Administration. While many of the changes may go unnoticed by the rest of state government, those changes are nonetheless significant within the agency as we strive to provide the best in customer service to Kansas residents and the state and local agencies that depend on us daily.

Here are just a few of the accomplishments by teams within the Department of Administration.

## Overall:

The agency has begun implementing its five-year plan, a blueprint that sets forth goals for major initiatives for each division. The plan was rolled out during a series of meetings with Department of Administration employees, who were told that the plan is a "living document" that will be updated as new initiatives or opportunities arise.

A new Department of Administration directory was compiled and distributed among divisions. The directory includes color photos and job titles for all employees.

## Financial:

The Setoff/KTOP Team successfully implemented the Kansas Treasury Offset Program. This involved working with the State Treasurer's Office staff to design and build the KTOP system for recording state debts eligible for submission to the federal Treasury Offset Program, as well as recording matches and offset to state SMART vendor payments for federal debts.

Kansas received a B grade from the U.S. Public Information Research Group for efforts made to improve the state's KanView

web portal. The changes were recognized for increasing transparency of government activities, including more data from the Department of Commerce.

The Financial Integrity Team has worked with the university controllers to improve the process for incorporating the University financial data into the Statewide Comprehensive Annual Financial Report (CAFR). The new process for FY 2015 provides for the universities to create their own financial statements including component unit information.

The Internal Controls Team developed SQL for the Audit Ser-

vices Team to use to review agency transactions in order to identify split vouchers and to highlight multiple payments. The Internal Controls Team has identified and documented various internal control issues making recommendations for new or revised processes to mitigate the risks for fraud and abuse.

## Facilities:

The division began the process of moving agencies out of the Docking State Office Building with the successful transition of the Department for Children and Families to a new location downtown. Leases have been signed and work is progressing on the new homes for the Department of Revenue. Those moves are scheduled to be completed in 2016.

Additional moves were completed in Wichita to give state agencies newer and better spaces in the city.

The division also completed the replacement of the windows on the Landon State Office Building, part of an effort to modernize and improve energy efficiency.

## Systems Management:

Accomplishments completed through the year included partnering with KPERS to design, develop and implement a more efficient method for processing KPERS payments through

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# Agency picnic and Friday events at Statehouse

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grounds is stunning, the weather was perfect, and the audience seemed to have a good time. The KU Strings Students really enjoy performing at the Capitol – and had a very pleasant surprise, in being able to join the KSU singers for "Home on the Range." "Reach Out Kansas, Inc. considers it an honor to sponsor the KU School of Music, in their Capitol Performances," said James P. Zakoura, President of Reach Out Kansas, Inc.

The events were the first of a series of Friday events designed to encourage state employees, visitors and others working near the Capitol Complex to enjoy music and learn about various organizations over their lunch hour.

The activity continued on June 24 as the annual Employee Appreciation Picnic kicked off early when grilling began to

prepare enough hamburgers and hot dogs to feed around 250 Department of Administration employees. Guests were able to grab a burger and a dog, a bag of chips, and can of soda and find a seat in the shade of the Statehouse lawn. To top it off, dessert was provided from the ice cream truck before heading back to work.

Crews from the Office of Facilities and Property Management helped with setup for the event, and the department directors helped grill, serve food and keep the buffet lines filled.

"It was a beautiful day and a great opportunity to say thanks to our employees for all of the hard work they do to make this agency successful," said Secretary Jim Clark.

Don't miss out on more summer fun and jump start your weekend with us at the next South Steps Fridays event on July 10!



*Additional photos from the events are on pages 5 and 6*

## Department of Administration concludes busy FY 2015

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SMART, saving time and resources and reducing risk to the overall SMART batch cycle processing time. The SMART Team also partnered with the State Treasurer's Office to implement and bring up-to-date the escheatment of SOK checks transferring outstanding checks to unclaimed property after one year. SMART staff also completed testing to assist the Setoff/KTOP Team with the integration of KTOP with SMART.

Both the SHARP and SMART teams partnered with the State Printer to transition all SHARP/SMART printing from OITS to the State Print shop. The SHARP Team partnered with agencies such as KPERS

and KDHE to implement new benefits such as Spousal Optional Group Life and complete transitions and integrations with new vendors and systems for Group Health Insurance and Deferred Compensation. In addition, SHARP staff assisted in the testing/actions required to transition additional agencies to Employee Self Service time reporting in Time and Labor and increase the number of employees receiving their W-2 electronically, eliminating paper and improving processes.

To date, the FOCUS project has successfully completed the transition of the SHARP system to a hosted technical architecture/managed services center in partnership with Sierra-Cedar. In FY 15, the FOCUS

Project has also completed the initial phases of the SMART upgrade to PeopleSoft Financials version 9.2 scheduled for Go-Live in November 2015, transitioning SMART to a hosted technical architecture at that time. The completion of the FOCUS project will make the State of Kansas the first State to host both Statewide Payroll and Accounting systems on a hosted technical architecture.

The division has also reduced its Data Center footprint by 50 percent, including the removal of Department of Administration tape libraries and servers from both the Landon State Office Building and the Topeka Off-Site Data Center.

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## 5 Questions Profile

Diana Espinoza

Office of Facilities and Procurement  
Management

800 SW Jackson State Office Building



**What's your favorite food?**

Cheese

**What's your favorite restaurant?**

The Cheesecake Factory

**What's your favorite movie?**

*Ghost*

**What are your pastimes  
or hobbies?**

Being outside and reading

**What's your favorite sport?**

Soccer



Jordan Deters and Carrie Booth

## Interns spending summer learning state government

Two Kansas university students are spending their summer with the Department of Administration, receiving on-the-job training about the workings of state government.

The students, Carrie Booth and Jordan Deters, are participants in the Governor's Internship Program, which annually pairs state agencies with college students interested in careers in public service.

Booth is a graduate student at Emporia State University and is serving the Office of the Chief Financial Officer. She will complete her master's degree in Industrial/Organizational Psychology in May. She is also a graduate teaching assistant.

Booth, who is from Randolph, has been working on updating the OCFO website to better fit the new structure they recently changed to and creating a database program to track training hours. In the latter project, the goal is to eventually get all of the employees under the CFO on a more regular, consistent training plan.

"We hope that the database I create can be used as a guide for newly hired employees to know which training topics would be helpful to know when starting a new position as well," Booth said. "I hope this database can be useful in more than one way once I leave here."

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# Interns learning skills during summer program

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She said her experience with the agency will be applicable to her studies at Emporia State, her classroom instruction and beyond. Booth said the internship was “exactly what I hoped for” and will add to her career skill sets.

“It’s one thing to sit in a classroom and learn material, but it is completely different to be able to apply that material in an actual work setting,” she said. “I think getting this work experience is just as valuable as sitting in a classroom. If you think about it, this is a classroom in itself.”

Deters is serving with the Office of Public Affairs, and she is a junior at the University of Kansas. She is a native of the Burlingame-Auburn area. Deters is studying strategic communications and has previous experience with a public policy group in Washington, D.C.

She began her internship in mid-May in time to see interaction between the agency and legislators during the extended 2015 session, an experience that she said was valuable and unexpected when she applied for the position.

“I appreciated this experience and found that it gave me the chance to see the insides of state government, policy and legislation much more closely,” Deters said.

One of her main tasks this summer has been South Steps Friday’s events, an inaugural event designed to bring entertainment and information to visitors and employees in the Capitol Complex as they enjoy their lunch.

“Those events have taught me more than I ever imagined as I began to learn all that goes into coordinating, publicizing, and executing an event from start to finish,” Deters said.

She has also been producing *Connected*, the Department of Administration’s monthly newsletter, posting on social media and organizing the employee picnic.

“What I have enjoyed the most as an intern this summer is all of the amazing people I have been able to work with and learn from. Through the Governor’s Internship Program training, we have had several different guest speakers, each of whom offered valuable skills and advice,” she said. “Through the South Steps Fridays events, I have been able to meet and work with a wide range of individuals coming very different backgrounds.”

Deters said she hopes to stay in the world of communications, adding that she enjoys public relations and social media.

“I think this internship has given me affirmation that this is truly the field I would like to stay in for my career,” she said.